Student Aid Awareness -

SAMPLE -	Publications	Work Plan

				SAMPLE - Publications Work Plan																												
			Product (Deliverable,			rget Date	Pla	ın												Hours (Wee	-											
Xref			Working Paper, etc)	Responsible	Start	Stop	# Hours	5/4	5/11 5/18	8 5/25	6/1	6/8	6/15	6/22	6/29 7/6	7/13	7/20 7	7/27 8	1/3 8/10	8/17 8/2	4 8/31	9/7	9/14	9/21 9/28	10/5	10/12	10/19	10/26	11/2 11/9	11/16	11/23	11/30
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CT																			_						4/					4—	4——	
DB																			_						4			_		4		
DB		rst person listed indicates primary responsibility. However, that person may choose to utilize other team members								_	1					-			_		_				4—					4—	4——	
	to perform the																								/			/ /		4 7	A 7	1 1
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4.0	Davis of A	Task/Sub-task/Activity Description			01-May	31-Dec		3/4	5/11 5/16	6 3/23	O/ I	0/0	6/15	0/22	0/29 //6	1/13	1120 1	1/2/ 0	V3 6/10	0/1/ 0/2	4 0/31	9/1	3/14	9/21 9/20	10/5	10/12	10/19	10/26	11/2	11/16	11/23	11/30
1.0		Iministration General Program Administration			U1-May	31-Dec						-		-				_							+-	1	1	$\overline{}$		_	_	$\overline{}$
	11	Complete Weekly Status Report			Weekly		+			_	++	-				1			_		_	+			—	<u> </u>	\longmapsto	\longrightarrow	$-\!\!+\!\!\!-$	-	'ـــــــــــــــــــــــــــــــــــــ	
2.0		Cuide Publication			01-May	20-Nov												ı				ı										
2.0					01-Way 01-Jun	20-NOV 30-Jun	1		1 1	-	1 1	-	-		1			-	-		1			1	_	1		—		$\overline{}$	$\overline{}$	$\overline{}$
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<u> </u>	2.1.	1 Draft a plan to include happenings over the past year		1			1				1 1					$\vdash \downarrow$			_		_	1	oxdot		+	1	1		$-\!\!\!\!\!+\!\!\!\!\!\!-$	+-	+	
		Review website		1	01-Jul	31-Jul	1 1			_	1 1					$\vdash \vdash \downarrow$									+-	1		\longrightarrow	-+	+-	+'	
<u> </u>		² Changes from last year		 	U1-Jul	31-Jul	1			_	1 1					\sqcup						\perp	 		+	1	.			+-	 '	
		Ildentify what changed need to be made from previous year		+	04 *	31-Aug	+		\vdash		+												\sqcup		+-	+	$\vdash \!$	 ∔	$-\!$	+	+'	
		3 Develop written text			01-Aug	31-Aug	1			_			_			Ш			_				L		4—	1	$\sqcup \sqcup$			+	↓ '	
		1 Assign person to write the text		 			1			_	1 1					\sqcup						\perp	 		+	1	.			+-	 '	
		² Consult with content experts																													<u> </u>	
	2.3.	Conduct review process w/Publications Lead, content experts (e.g. Mike High)																														1
	2.3.	5 Receive and incorporate new SFA logo			26-Jul		1 1				† †	_				1			_						+-	+		\rightarrow	-	+	+-	
	2.3.	6 Complete SFA internal final draft									† †														+			\rightarrow	_	1	+	
		Develop publication layout			01-Sep	30-Sep					† †														+			\rightarrow	_	1	+	
		Produce disk sheet of layout									† †														+			\rightarrow	_	1	+	
		² Create rate for quotation (RFQ) for graphic layout		†																					+-	1		\rightarrow		+	+	
		Meet with point of contact (Vicki Ryce)					1 1				† †	_				1			_						+-	+		\rightarrow	-	+	+-	
		Select graphic treatment		†																					+							
		5 Post draft text on SFA Intranet for comments									† †														+			\rightarrow	_	1	+	
		Produce a computer disk, 2 hard copies, & GP disk information sheet																							1							
		Submit draft to ED Public Affairs Office			01-Oct	15-Oct																			1							
		Dena Bates' group sends to Public Affairs to proofread		†																					+							
		Receive approval from Public Affairs proofread																							1							
	2.5.	Receive approval review from Publications Lead & GPO																							1							
	2.	Government Printing Office (GPO)			15-Oct	05-Nov																			1							
	2.6.	Determine printing schedule and logistics																							1							
		² Verify printing vendor																							1							
		3 SAA Publications Mgr & GPO travel to vendor to review publication																							1							
	2.6.	SAA Publications Mgr & GPO give final sign off									1 1														+			\rightarrow	_	1	+	
		Distribute of Student Guide		+ +	05-Nov	19-Nov					 					1			-						+-	+		\rightarrow	-	+	+	
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